

RECOMMENDED PROCEDURES FOR CONDUCTING A CHEMICAL INVENTORY SAFELY

GOAL: To determine what chemical substances are present in your schools, the quantities and their condition.

PURPOSES:

- To remove from schools excess, unused, deteriorated or outdated chemicals.
 - To identify potentially dangerous chemicals that should not be present or used.
 - To ensure that all chemicals are managed appropriately.
 - To comply with all local, state and federal regulatory requirements.
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1. PLAN BEFORE YOU START.

- Never work alone.
- Don't involve students.
- Use appropriate personnel protective equipment.
- Have spill materials available and insure that emergency showers are operational.
- Know whom to call for help if needed. Have phone numbers of the fire department and state -contacts handy.

2. TAKE THE INVENTORY.

You may find a voice recorder useful for this part of the task.

AVOID TOUCHING OR MOVING CONTAINERS. OLD CHEMICALS MAY BE UNSTABLE. SOME CHEMICALS FORM EXPLOSIVE COMPOUNDS AS THEY AGE. IF IN DOUBT, CALL FOR HELP.

- FOR EACH SUBSTANCE RECORD:
 - the full name;
 - the CAS number;
 - manufacturer's name;
 - size of the container;
 - type of container i.e., metal, glass, gas cylinder;
 - the color of the container, i.e., clear, tinted, amber, opaque;
 - amount of the substance in liters/ml., grams/kg. or cubic feet for gases;
 - characteristics, i.e., percent solid and/or liquid, presence of crystals on lid or inside bottle, presence of and % of emersion oil covering/not covering metal salts, presence of paraffin coating around lid, contents are flowable/non-flowable, color of contents;
 - expiration date or approximate age of the substance, and;
 - storage situation and location, i.e. shelf, refrigerator, cabinet (locked or not locked, fire approved or not), chemistry/biology/storage room location and shelf.

3. Once you have recorded the inventory information on paper, **ASSIGN COMPATIBLE FAMILY DESIGNATIONS AND HAZARD DATA TO EACH LISTING.**
4. DECIDE WHAT STAYS AND WHAT GOES.
 - Determine the hazardous characteristics and storage requirements for each chemical.
 - Plan to eliminate all chemicals that are beyond their shelf life.
 - Plan to eliminate all chemicals that are unusable or unneeded.
 - Plan to eliminate all chemicals identified as shock sensitive, explosive, highly toxic, carcinogenic, mutagenic or teratogenic.

BEFORE DISPOSING OF ANY CHEMICAL BE SURE THAT YOU HAVE MADE A HAZARDOUS WASTE DETERMINATION AND HAVE CONFIRMED THAT YOUR DISPOSAL METHOD IS SAFE AND IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS.

- **CONTACT YOUR LOCAL FIRE DEPARTMENT FOR ASSISTANCE.**
 - **DO NOT DRAIN-DISPOSE OF ANY MATERIALS OR WASTES WITHOUT PRIOR APPROVAL FROM THE LOCAL WASTE WATER TREATMENT DEPARTMENT.**
 - **DO NOT DISPOSE OF ANY CHEMICALS INTO THE TRASH WITHOUT CONTACTING YOUR SOLID WASTE DISPOSAL COMPANY FOR APPROVAL.**
5. REORGANIZE THE REMAINING SUBSTANCES INTO CHEMICAL FAMILIES ENSURING VERTICAL AND HORIZONTAL COMPATIBILITY AND COMPLIANCE WITH LOCAL FIRE CODE.
 6. ESTABLISH AND IMPLEMENT A PLAN FOR PURCHASING, MANAGING, STORING AND DISPOSING OF CHEMICALS IN THE FUTURE.